

ADMINISTRATIVE - INTERNAL USE ONLY



Deputy Director
for Administration

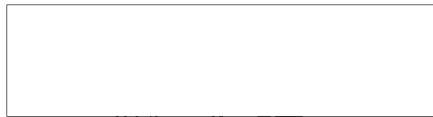
DDA 85-1121
29 March 1985

NOTE FOR: Director, Office of Information
Services

FROM: Harry E. Fitzwater
Deputy Director for Administration

Ben,

An OL retiree suggested that we should adopt
a standard use of symbols in the Agency. He
gave me the OL standards so am sending his
suggestion to you.



Harry E. Fitzwater

Attachment

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DDA/HEFitzwater:rj (29 Mar 85)
Distribution:

- Orig - Addressee (w/att)
- ① - DDA Subject (w/att)
- 1 - DDA Chrono (w/att)
- 1 - HEF Chrono (w/att)

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August 1984

LI 70-1-3

3. USAGE

a. Abbreviations

Abbreviations (such as names, titles, or terms) are acceptable in the body of correspondence provided they are spelled out the first time they are used, followed by the accepted abbreviation in parentheses. The abbreviation may be used alone thereafter in the document.

b. Office Symbols

Correct symbols are the initials of the organizational components as they appear on currently approved staffing documents. When office symbols are used, either in the text of a document or in an address (such as on a routing sheet or mailing label), the various parts that make up the complete office designation should be listed in the following order:

- (1) In referring to a component, using symbols only, the symbols go from the highest echelon to the lowest. For example, a reference to the Operations Support Branch (OSB) of Supply Division (SD), Office of Logistics (OL), should be OL/SD/OSB.
- (2) In referring to the chief of a component, the reverse order is used, because the chief's unit should be adjacent to the word "Chief" or the symbol "C" (e.g., C/OSB/SD/OL).
- (3) In referring to an office when symbols are used for the higher components and the lower components are spelled out, the spelled-out component is listed first (e.g., "...the Technical Advisory Section, OSB/SD/OL").

4. COPIES REQUIREDa. Official File Copy

Only one "Official File" copy will be made for each item of correspondence initiated within OL, and a copy of any background or reference material will be attached to that copy.

b. OL Files Copy

When an OL division/staff prepares a document for the signature, approval, or concurrence of the Director of